

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, February 13, 2012

CALL TO ORDER. Following due call and notice thereof, Mayor Burns called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL. Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely, Administrative Coordinator Mike Gerardy, Line Foreman Matt Blocker, and Police Chief Kurt Zehnder. Visitors present: Bruce Klein with Camp Winnebago, Dave, Kris, and Jon Wedl with Good Times Restaurant and Bar, Representatives of Community Pool Steering Committee, Gary Kruckow, and Caledonia Argus Reporter Charlie Warner.

AGENDA APPROVAL. A motion was made by Member Vick, seconded by Member Lemke, to approve the agenda with the following additions: Mike Connor. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Mayor Burns, seconded by Member Fisch, to approve the consent agenda. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. To approve the minutes of the Regular Meeting held Monday, January 23, 2012, as presented.

B. APPLICATION FOR EXEMPT PERMIT: HOUSTON COUNTY AGRICULTURAL SOCIETY. City Clerk/Administrator Feely shared that attached with the agenda was an application for exempt permit from the Houston County Agricultural Society for tipboards at the Houston County Fairgrounds for the time period of August 15-19, 2012.

VISITORS AND COMMUNICATIONS.

A. CAMP WINNEBAGO REQUEST. Bruce Klein with Camp Winnebago was present to request the Council's consideration in allowing a half-marathon to take place in Caledonia on April 7, 2012. Mr. Klein explained that the race would start at 10:00 a.m. at Camp Winnebago and go to Kwik Trip and then back to Camp Winnebago. City Clerk/Administrator Feely shared that she contacted Police Chief Kurt Zehnder regarding public safety concerns, and reported that per an email from Zehnder, a copy of which was attached with the agenda, that there were no concerns by the Caledonia Police Department. Feely suggested that Zehnder schedule a meeting with the Houston County Sherriff to address any concerns since the race route included a County road in Caledonia. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Murphy, to approve allowing Camp Winnebago's half marathon race to go through Caledonia on April 7 based upon Chief Zehnder's statement that there are no public safety concerns associated with permitting the race to go through Caledonia. All members present voted in favor and the motion was declared carried.

B. LIGHT DEPARTMENT: PRESSURE WASHER. Line Foreman Matt Blocker was present to request permission to purchase a pressure washer for the Light Department. Blocker noted that pricing was obtained from Green Power Equipment and Caledonia Implement.

Blocker recommended that the new pressure washer be purchased from Green Power Equipment. Discussion ensued. A motion was made by Member Vick, seconded by Member Fisch, to approve purchasing a new pressure washer from Green Power Equipment in Caledonia, totaling \$3,585.00. All members present voted in favor and the motion was declared carried.

C. GOOD TIMES RESTAURANT AND BAR: ALCOHOL COMPLIANCE CHECK MATTER. Dave, Kris, and Jon Wedl were present on behalf of Good Times Restaurant and Bar to discuss the Council's recent determination that establishments with liquor licenses that failed the recent alcohol compliance check would have their license suspended one Friday sometime in February, March, or April of 2012. Discussion ensued. The consensus of the Council is for City Clerk/Administrator Feely to contact City Attorney Tim Murphy to research the validity of the City's ordinance regarding permitting alcohol compliance checks, and to report back the findings at an upcoming meeting.

D. COMMUNITY POOL STEERING COMMITTEE RECOMMENDATION. Steve Reiman, Joanne Zard, Carol Nelson, and various other Community Pool Steering Committee members were present to recommend to the City Council that Crescendo Consulting, LLP, be hired to conduct a Capital Campaign in an effort to fund the proposed pool project. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Fisch, to support the pool project, contribute up to \$400,000 so long as the remaining balance is secured through fundraising, and hire Crescendo Consulting, LLP, for the fundraising of the project. Voting in Favor: Burns, Fisch, Murphy, Vick, and Lemke. Voting Against: None. The motion was declared carried.

E. ADMINISTRATIVE COORDINATOR TOPICS.

1. FAIR BRIDGE MOTEL SIGN. Administrative Coordinator Mike Gerardy shared that a sign application was submitted by Fair Bridge Motel. A motion was made by Member Fisch, seconded by Member Lemke, to approve the sign application for Fair Bridge Motel. All members present voted in favor and the motion was declared carried.

2. BOILER CONTROLS. Administrative Coordinator Gerardy shared that boiler #1 required maintenance involving the purchase and installation of a Flame Safeguard Control from Winona Mechanical in the amount of \$1,550. Discussion ensued regarding financing the improvement. It was noted that the City can expect to receive a \$500 rebate through MN Energy Resources. A motion was made by Fisch, seconded by Vick, to approve the purchase and install a Flame Safeguard Control from Winona Mechanical in the amount of \$1,550. All members present voted in favor and the motion was declared carried.

3. SIGN DISCUSSION. Administrative Coordinator Gerardy requested the Council's direction as to how to proceed regarding ordering larger signs for alternate side parking. Discussion ensued. The consensus of the Council was for Gerardy to obtain pricing and report back options at an upcoming meeting.

4. CITY HALL/FIRE BARN DOOR. Administrative Coordinator Gerardy requested the Council's permission to hire Orv Danielson at a rate of \$15.00 per hour to construct a new door in the storage area of City Hall, which is adjacent to the Fire Barn. A motion was made by Member Vick, seconded by Member Fisch, to approve the hire of Orv Danielson at a rate of \$15.00 per hour to perform carpentry service and construct a new door for

the storage area of City Hall that is adjacent to the Fire Barn. All members present voted in favor and the motion was declared carried.

F. COMMUNICATIONS.

1. NOTICE OF FREE PIPELINE SAFETY EMERGENCY RESPONSE PROGRAM. City Clerk/Administrator Feely shared that attached with the agenda was a notice regarding an upcoming free pipeline safety emergency response training. It was noted that the training will take place in Austin on February 15. The consensus of the Council was to pass along to City staff to see if there is an interest to attend.

2. LEAGUE OF MINNESOTA CITIES SAFETY AND LOSS CONTROL WORKSHOP FLYER. City Clerk/Administrator Feely shared that attached with the agenda was a flyer from the League of Minnesota Cities Insurance Trust regarding the upcoming 2012 Safety and Loss Control Workshop to be held on April 24 in Rochester. The consensus of the Council was for Feely, Administrative Coordinator Gerardy, and possibly Water/Wastewater Operator Ryan Skillings to attend at \$20 per person.

CLAIMS

A. PREPAID CLAIMS. Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Mayor Burns, to approve the Prepaid Claims List for January 2012. All members present voted in favor and the motion was declared carried.

Business Financial Planning	Administrative Fees & Payday 1-10-12	692.67
Buttell's Lighting	Street Lighting – Bulbs	596.36
Caledonia Police Association	PD Association Dues	75.00
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	326.53
Merchants Bank	ACH Fee January 2012	29.04
Minnesota UC Fund	Unemployment	688.00
Printy Quik	Meter Door Hangers	129.55
Tri-County Electric Co-op	Electric Energy	97.79
Civic Systems LLC	Semi-Annual Support	2,371.00
Galls, An Aramark Company	PD – Uniforms	81.13
MN State Fire Chiefs Assn.	FD 2012 Dues	203.00
Morton Salt, Inc.	Winter Maintenance Salt	3,605.75
Schott Distributing Co, Inc.	Liquor Store Inventory	1,199.45
Star Energy Services	2012 Light Project	191.25
Treasury Division	Vehicle Forfeiture Fire	1,300.00
Tri-County Electric Co-op	Light – Inventory	1,651.22
Gopher State One-Call	2012 Annual User Fee	100.00
Stewartville City of	Registration Fee	60.00
Banyon Data Systems, Inc.	Utility Billing Support	780.60
Caledonia True Value	Misc.	119.03
G & F Distributing	Liquor Store Inventory	447.50
Galls, An Aramark Company	PD Uniforms	270.41
Jack Neumann Trucking	Liquor – Freight Expense	72.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,141.49
Kraus Oil Co. Inc.	Diesel	1,900.00
Northern Beverage Distribution	Liquor Store Inventory	2,780.65

Printy Quik	Meter Door Hangers	156.14
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	178.75
Wirtz Beverage Minnesota	Liquor Store Inventory	2,600.91
Caledonia Oil Company	Unleaded	1,466.55
E O Johnson Company	Clerk's Office Copier Maintenance	122.00
Overpayment Recovery Services	Repayment Refund	350.17
Principal Life	Life/Ad & d / STD	560.04
Resco	Light – Inventory	47,863.48
Schott Distributing Co, Inc.	Liquor Store Inventory	4,667.50
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	146.30
Business Financial Planning	Cafeteria Plan payday 1-24-12	611.33
Caledonia Bakery	EDA – Meeting Refreshments	12.60
City of Caledonia Emp. Assn.	Association Dues	70.00
Commissioner of Revenue	State Withholding	1,377.58
Extreme Beverage, LLC	Liquor Store Inventory	67.00
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	326.53
ING Institutional Plan Services	Payday 1-24-12	580.00
K Properties	Tax Abatement	495.71
Kids Corner Daycare	Tax Abatement	845.40
Merchants Bank	Federal/FICA/Medicare	6,635.50
Metro Sales	Copier Agreement	64.93
MN Benefit Association	MBA Payday 1-24-12	114.41
NCPERS Minnesota	NCPERS Payday 1-24-12	80.00
Public Emp. Retirement Assn.	PERA Payday 1-24-12	5,807.63
Resco	Light – Inventory	318.91
Tri-State Ambulance	Intercept Fee	250.00
Winona Ambulance	Tax Abatement	741.54
Witt Real Estate, LLC	Tax Abatement	489.32
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	63.56
Banyon Data Systems	Meter Device Support	197.68
Caledonia Conven & Tourism	Tourism	483.96
Four Seasons Comm. Center	SE MN League of MCPL Event	350.00
MN DNR Waters	Water Pumping Permit	519.00
Resco	Light – Inventory	7,671.67
Schott Distributing Co, Inc.	Liquor Store Inventory	2,857.60
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	59.00
G & F Distributing	Liquor Store Inventory	117.60
Gavin, Mike	Animal Control – Rent / Misc.	75.00
Houston Co. Treasurer	Ho. Co. Collection Site	3,340.00
Jack Neumann Trucking	Liquor – Freight Expense	264.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,921.95
MN Dept. of Revenue	Sales / Use Tax	16,592.00
Phillips Wine & Spirits	Liquor Store Inventory	3,633.64
Richard's Sanitation	Recycling – Collections	6,242.20
TDS Media Direct, Inc.	Liquor – Brochure Ad	379.00
Wirtz Beverage Minnesota	Liquor Store Inventory	2,820.56
MN Chiefs of Police Assn.	PD – 2012 Membership Dues	180.00
Northern Beverage Distribution	Liquor Store Inventory	2,650.75

Southern Wine & Spirits of MN	Liquor Store Inventory	1,225.80
Commissioner of Revenue	State Withholding	185.85
Houston Co. Treasurer	FD – Pumper Title	23.50
Merchants Bank	Federal/FICA/Medicare	1,174.24
Public Emp. Retirement Assn.	PERA Payday 2-2-12	743.49
Ace Link Telecommunications	Communication Expense	1,119.14
Buttell’s Lighting	Bulbs	145.41
Schott Distributing Co, Inc.	Liquor Store Inventory	3,779.97
Ziebell’s Hiawatha Foods, Inc.	Liquor – Wine & Inventory	40.04
Merchants Bank	Federal/FICA/Medicare	6,361.97
Blue Cross Blue Shield of MN	Health Insurance	27,723.00
Business Financial Planning	Cafeteria Plan	611.33
Caledonia Police Association	PD Association Dues	75.00
Commissioner of Revenue	State Withholding	1,315.39
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	326.53
ING Institutional Plan Services	TSA Payday 2-7-12	580.00
MN Energy Resources	Natural Gas	6,968.59
Paustis & Sons Wine Company	Liquor Store Inventory	694.25
Public Emp. Retirement Assn.	PERA Payday 2-7-12	5,631.25
Verizon Wireless	Communication Expense	205.63
Ziebell’s Hiawatha Foods	Liquor Store Inventory	49.90
Merchants Bank	ACH Fee	29.46
Schott Distributing Co, Inc.	Liquor Store Inventory	3,387.55
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	100.10
Tri-County Electric Co-op	Electric Energy	98.16
		\$ 213,944.37

B. CLAIMS PAYABLE. Following review, discussion and deliberation, a motion was made by Mayor Burns, seconded by Member Fisch, to approve the Payable Claims List for January 2012. All members present voted in favor and the motion was declared carried.

ABM Equipment & Supply Inc.	Boom Cleaner	31.18
Affordable Technology Solution	Office Supplies	599.91
Airgas North Central	Welding Rods, Oxygen/Acetylene	158.97
Alco Discount Store	Batteries, Misc Supplies	110.51
American Casting & Mfg Corp	Meter Seals	291.64
American Lock & Key	Rekey Tree Site	180.00
Artic Glacier Inc.	Ice – Liquor Store	14.32
Baker & Taylor Books	Library Books	609.78
Bauer, Susan	Reimbursement for TB Test	10.00
Blackburn Mfg Company	Location Flags for Locations	353.44
Bound Tree Medical LLC	Ambulance Supplies	6.12
Bureau of Criminal Apprehension	PD Annual CJDN Remote Access	540.00
Caledonia Implement Company	Repair Parts, Bolts	50.28
Caledonia Oil Company	PD Car Maintenance, Repair Parts	452.68
Caledonia Wheel Alignment	Van Maintenance, Alight Light Truck	150.00
Carquest Auto Parts Store	Tool, Fuels, Bulbs, Generator Battery	117.51
City of Caledonia Utilities	Water, Sewer & Electric	11,249.16

Curt & Candy's Hardware Hank	Clerk's Office – Misc.	26.02
D S Electric Supply	Inventory, Bulbs	1,830.87
Dairyland Power Cooperative	Labor Wild Turkey Substation	1,480.00
Dalco	Can Liners & T. Tissue	100.28
Davy Engineering	Engineering Fees	8,692.95
Davy Laboratories	Lab	2,056.77
Earl F. Andersen & Associates	Traffic Engineering	153.48
ECM Publishers Inc.	Liquor – Ad/Notice/Etc	100.00
Ellingson Motors	Truck 06 Maintenance	66.00
Energywise Radiant Inc.	Heater Parts	95.12
Expert T Billing	Ambulance – Contracted Billing	600.00
Fastenal Co.	Repair Parts & Sign Bolts	70.59
First Supply	Repair Parts	50.68
Gopher State One-Call	Location Notifications	5.80
Great River Water Treatment	Boiler Water Treatment	118.42
H & L Mesabi	Street Equipment – Plow Parts	284.56
Hawkins Inc.	Chemicals, Degreaser	1,799.59
Houston Co. Highway Dept.	Chipper/Mower Rent, Maintenance Salt	2,141.10
Innovative Office Solutions	Office Supplies & Toner	321.13
J P Cooke Company	Bank Stamp	76.20
Kemske	Receipt Books	278.24
Ken's Small Engine	Snow Blower Repair Parts	12.47
Kraus Oil Co, Inc.	Street Equipment – Diesel	242.00
LaCrosse Glass Co, Inc.	Weather Strip Door @ Shop	38.00
LaCrosse Truck Center, Inc.	Repair Parts	27.58
Midwest Tape	Library DVD(s)	93.41
Millennium Credit Consultants	Agency Commission	234.66
Mississippi Welders Supply Co.	Oxygen	14.58
MN Pollution Control Agency	Registration Fee – Skillings	400.00
Precision Office Machines	Clerk's Office – Register Ribbon	8.55
Printy Quik	Business Cards – Zehnder	47.56
PT Welding & Driveshaft	Repair Part Materials	45.91
Quillin's IGA	Liquor Store Inventory	26.72
Reliance Business Forms, LLC	Clerk's Office – Forms W-2	122.16
Resco	Light – Inventory	163.67
Richard's Sanitation	Refuse Disposal	187.01
Rippe, Hammell & Murphy	Prosecution Matters & General Matters	4,055.75
River States Truck & Trailer	1420 Repair Parts	274.15
Rodale	Library Book	39.94
Schilling Supply Company	Copy Paper, Towels, Bags	312.11
Schmitz Refrigeration	Garage Heater Repair – PD	80.00
SE Libraries Cooperating	Wireless, Auto Fees, Overdrive	1,055.42
SEMA Equipment, Inc.	Street – Plow Oil, Etc.	19.08
Seven Rivers Surplus, LLC	Misc.	157.64
St. Mary Auto Body Shop	3 Tow's for the PD	149.63
Star Energy Services	Planning 2012 Light Project	14,171.75
State of Minnesota	Chemical Invoice Fee	400.00
Stuart C. Irby Company	Light – Inventory	800.09

Tornstrom, Michael	Reim – Employee Recognition Plaques	72.00
Tri-County Electric Co-op	Light – Electric Energy	183,091.20
United Auto Supply, Inc.	Miscellaneous Items	300.80
Wiebke Tire	MT/Dist & Balance	70.00
Winona Controls, Inc.	Boiler Labor	133.50
World Point Ecc, Inc.	Training Supplies	105.70
WWTP MPCA PFA Loan Fund	Loan Payment	<u>3,500.00</u>
		\$ 245,726.34

OLD BUSINESS.

A. REVISIT PHONE AUDITORIUM MATTER. City Clerk/Administrator Feely shared that the consensus of the Council at the June 27, 2011 City Council meeting was to hold off on installing a hands free emergency phone in the elevator lift at the City auditorium until the new budget cycle began. Feely noted that eventually, the proposed emergency phone set up will save the City money as compared to the current phone set up. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Vick, to approve the installation of the emergency phone set up at the City auditorium. All members present voted in favor and the motion was declared carried.

B. FOLLOW-UP TO WIRELESS WATER PLANT COMMUNICATIONS SYSTEM INQUIRIES. City Clerk/Administrator Feely shared that per her inquiry to Hoskins Electric, the new system has been ordered and should be installed by the end of April, 2012. In addition, it was noted that when the new system is in place, the City will be able to cancel its existing phone line that is used for the current alarm notification system, thereby saving the City approximately \$40 per month.

C. POLICE CHIEF PAY INCREASE. City Clerk/Administrator Feely shared that discussion took place at the January 9 meeting regarding approving a two percent pay increase for non-union employees, such as the Police Chief. It was noted that the consensus at that time was to approve non-union wage increases, with the exception of Police Chief Kurt Zehnder obtaining a favorable review prior to receiving a wage increase. Feely reported that since the January 9 meeting, the Personnel Committee met with Chief Zehnder to conduct a satisfactory review. It was further reported that a follow-up review will take place with Chief Zehnder on or around July 19, 2012. Discussion ensued. A motion was made by Member Vick, seconded by Mayor Burns, to approve a two percent wage increase based upon the satisfactory performance review, with the increase to go into effect beginning on Monday, February 20, 2012. All members present voted in favor and the motion was declared carried.

D. CSAH 5 COOPERATIVE AGREEMENT. City Clerk/Administrator Feely shared that the City's Street Committee recently met with Houston County Engineer Brian Pogodinski and Houston County Engineer Assistant Shawn Peter to discuss the revised cost estimate for the CSAH 5 improvement. Discussion ensued. Member Murphy questioned whether any portions of the proposed improvement should be assessed to benefitting property owners. No action was taken as the consensus of the Council was to revisit at the upcoming February 27 City Council meeting.

E. BONANZA GRAIN PRESSURE SEWER AGREEMENT. City Clerk/Administrator Feely shared that attached with the agenda was a revised pressure sewer agreement. Feely reported

that the City Attorney was still working on drafting the necessary easement paperwork prior to the agreement being signed. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Murphy, to change the term in Section 11 from 20 years to 10 years, applying credit towards future permanent gravity sewer and water improvements. All members present voted in favor and the motion was declared carried.

NEW BUSINESS.

A. WASTEWATER OPERATIONS CONFERENCE REQUEST. City Clerk/Administrator Feely shared that attached with the agenda was a conference request from Water/Wastewater Operator Ryan Skillings to attend the upcoming 2012 Wastewater Operations Conference to be held in Brooklyn Park, March 21-23, 2012. It was noted that the cost to attend the conference was \$300, plus \$55 for a wastewater examination and \$45 to obtain a certificate after the examination, and \$360 for three nights of lodging. In total, it was noted that the conference would cost approximately \$760, not including transportation or meals. Feely noted that upon the successful completion of the wastewater examination, Skillings would obtain his Class C license, and be granted a \$0.25 per hour wage increase for doing so. A motion was made by Member Fisch, seconded by Member Lemke, to approve Skillings' conference request, and to approve a \$0.25 per hour wage increase, effective the date the Class C license is obtained. All members present voted in favor and the motion was declared carried.

B. RESIGNATION OF WATER/WASTEWATER SUPERVISOR TONY KLUG. City Clerk/Administrator Feely shared that attached with the agenda was a letter of resignation from Water/Wastewater Supervisor Tony Klug, effective March 31, 2012. Feely noted that Klug has provided the City with 41 years of exceptional service and will be difficult to replace given his experience and knowledge. Mayor Burns stated that Klug has been a great employee and will be missed. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Vick, to accept the resignation, but to hold off on sending in the PERA paperwork until the Mayor had a chance to visit with Klug. All members present voted in favor and the motion was declared carried.

C. REPLACEMENT OPTIONS REGARDING WATER/WASTEWATER SUPERVISOR POSITION. City Clerk/Administrator Feely shared that the City's Personnel Committee was currently in the process of exploring two options with respect to filling the Water/Wastewater Supervisor Position. It was noted that one of the options included contracting for water/wastewater operation, maintenance, and management, while the other option included advertising for a Class A Wastewater Operator and a Class C Water Plant Operator. It was further noted that People Service would be present at the February 27 City Council meeting to present a proposal for water/wastewater operation, maintenance, and management. No action was taken.

D. FIRE DEPARTMENT REQUEST. City Clerk/Administrator Feely shared that a request was received from Fire Chief Chuck Gavin regarding allowing a firefighter to obtain his Class B Commercial Driver's License using one of the City's fire trucks that is licensed and has insurance. Discussion ensued. A motion was made by Member Murphy, seconded by Member Fisch, to allow a firefighter to use the City's fire truck for the purpose of obtaining a Class B Commercial Driver's License. All members present voted in favor and the motion was declared carried.

E. REQUEST TO USE SICK LEAVE TO CARE FOR AN ILL GRANDCHILD. City Clerk/Administrator Feely shared that a request was received from an employee regarding allowing the use of sick leave to care for an ill grandchild as the City's current policy does not allow the use of sick leave to care for ill grandchildren. Discussion ensued. The consensus of the Council is that if this employee would like to pursue the matter further, then the preferable route would be for the employee to go through its Employee Association. No action was taken.

F. RESOLUTION TO RESOLVE AN UNPAID SPECIAL ASSESSMENT MATTER. City Clerk/Administrator Feely shared that it was recently discovered that there was a \$1,560 unpaid special assessment charge that was deferred in 1984 until 1995. It was noted that the Houston County Auditor's office explained that the City failed to notify their office as to when the assessment charge was to be applied to the property taxes for collection. It was further explained that in order to resolve the matter, a motion was necessary to remove the unpaid special assessment from the City's list of special assessments. Discussion ensued. The consensus of the Council was to contact the City's attorney to find out more information before waiving the unpaid special assessment. No action was taken.

CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Attached with the agenda were the Employee Time Records for January 9, 2012 – January 22, 2012 and January 23, 2012-February 5, 2012.

B. POLICE OFFICER ACTIVITY LIST. Attached with the agenda was the Police Officer Activity List for January 2012.

C. 2013 LGA ESTIMATES FROM LMC. City Clerk/Administrator Feely shared that attached with the agenda was a House Research Local Government Aid (LGA) document showing projected 2013 LGA amounts. It was noted that Caledonia's projected 2013 amount is \$28,680 less than its 2012 certified amount of \$832,011, totaling \$803,331. Discussion ensued.

D. LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING. City Clerk/Administrator Feely shared the Local Board and Equalization Meeting is scheduled for Monday, April 23, 2012 at 6:00 p.m. in the Council Chambers at City Hall.

E. RECAP OF MEETING WITH RICK FRANK REGARDING HOUSTON COUNTY COLLECTION SITE FEES. City Clerk/Administrator Feely shared that per her meeting with Rick Frank, the City will receive the list that the County uses to determine the number of units it invoices the City. After that, the City will go through its utility system to see where discrepancies exist. It was noted that a report will be provided at an upcoming meeting.

F. SOLID WASTE ORDINANCE. City Clerk/Administrator Feely shared that a Council committee should be designated to review repealing the existing solid waste ordinance and consider adopting the model city solid waste ordinance. The consensus was for Mayor Burns, Member Vick, and City Clerk/Administrator Feely to comprise this committee.

G. FRIDAY FAX FROM THE LEAGUE OF MINNESOTA CITIES. City Clerk/Administrator Feely shared that attached with the agenda was another Friday Fax from the League of Minnesota Cities.

MISCELLANEOUS ITEMS.

A. MIKE CONNOR. It was noted for the record that Mike Connor called City Hall on Friday, February 10, 2012 and requested to be added to the agenda, however, he was not present for the meeting.

CLOSED SESSION. The regular meeting was closed at 9:35 p.m. as permitted by Minnesota Statutes, section 13D.03, to discuss the City's labor negotiation strategy related to the City's negotiations with its Employee Association and its Police Association. The regular meeting was re-opened at 10:50 p.m.

ADJOURNMENT. A motion to adjourn was made by Member Lemke, seconded by Mayor Burns, at 10:55 p.m. All members present voted in favor and the motion was declared carried.

Jennifer Feely
City Clerk/Administrator

Robert H. Burns
Mayor